

Vacancy Announcement

**United States Court of Federal Claims
717 Madison Place, NW
Washington, DC 20005**

Position: Judicial Assistant/Executive Secretary for Chief Judge

Announcement Number: CFC-JA-2006-2

Opening Date: November 30, 2006 / Open until filled

Classification/Grade Level: JSP-9 to JSP-11

Annual Salary: \$44,856 - \$70,558

Location: Washington, DC

POSITION OVERVIEW: The United States Court of Federal Claims is recruiting a full-time Judicial Assistant/Executive Secretary for the Chief Judge. The Court seeks an experienced legal secretary or administrative assistant with demonstrated skills, intelligence, and initiative, who possesses good judgment and discretion and is familiar with court operations and functions. Previous federal court experience is highly desirable. The position is located in the National Courts Building, 717 Madison Place, NW, Washington, D.C. No relocation expenses paid.

DUTIES: The Judicial Assistant provides highly responsible and confidential secretarial and administrative assistance to the Chief Judge and his chambers staff (law clerks and chief of staff) and to other court personnel as required. Duties include, but are not limited to, the following: preparing general correspondence; proofreading memoranda, orders, opinions, and other legal documents for spelling, grammar, punctuation, uniformity of style and format, and proper citation, and reviewing the same for conformity with court rules and procedures (including functions relating to the court's Case Management/Electronic Case Filing (CM/ECF) system); maintaining the Chief Judge's general files, case files and docket, and chambers library; preparing statistical and other required reports; receiving, screening, and referring telephone calls and mail and facilitating visitors to chambers; maintaining the Chief Judge's calendar; coordinating the Chief Judge's travel arrangements and preparing travel vouchers for reimbursement; managing general activities of the chambers, including personnel oversight and records as well as equipment and supplies maintenance; and developing and revising standard office procedures. Travel is not anticipated.

QUALIFICATIONS: High school diploma (bachelor's degree preferred); at least two years of general clerical and secretarial experience; at least four years of specialized secretarial experience in law-related matters; demonstrated ability to exercise discretion in confidential and sensitive matters; excellent skill in oral and written communications; and proficiency in word processing (preferably WordPerfect). Familiarity with Lotus Notes, Microsoft Word, and Excel or Quattro Pro is desirable.

The successful applicant must also possess excellent interpersonal and management skills and ability to adapt to changing priorities. Knowledge of court systems and legal terminology and familiarity with federal court rules and procedures are highly desirable.

IMPORTANT INFORMATION: As a condition of employment, applicants must successfully complete an FBI Fingerprint and Background Check. The United States Court of Federal Claims requires employees to adhere to a code of Ethics and Conduct. This position is subject to EFT (direct deposit of salary earnings).

BENEFITS OF WORKING FOR THE US COURT OF FEDERAL CLAIMS: The Federal Employees Health Benefits Program has many plans to choose from, all at very reasonable rates, which can be paid from pre-tax income. The Federal Employees Retirement System is one of the premier retirement programs in the nation and features three components: a retirement pension; the Thrift Savings Plan (an employee-controlled investment program); and social security. Federal Employee Group Life Insurance offers numerous life insurance options covering employees and dependents. Optional Long-Term Care Insurance is available. The leave program offers exceptional time-off benefits including 13 days annual leave (increases with service), 13 days sick leave, family medical leave, and 10 paid holidays per year. Employee Assistance Programs are available through the Administrative Office of the United States Courts. Commuter benefits include free parking or a transit subsidy for using public transportation. The court is conveniently located one block from McPherson Square Metro near the White House. A fitness center and dining facility are on-site. Other dining and shopping opportunities are nearby.

ENSURE YOUR APPLICATION INCLUDES THE FOLLOWING:

Cover Letter,
Resume or OF-612, Optional Application for Federal Employment,
Three (3) business references,
Salary history,
If a current or former Federal Civilian Employee, your latest Personnel Evaluation,
If a current or recently discharged or retired military member, a copy of your latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and DD Form 214.

SUBMIT* YOUR APPLICATION WITH ALL REQUIRED DOCUMENTATION TO:

Judith Anderson
Human Resources Specialist
U.S. Court of Federal Claims
717 Madison Place, NW
Washington, DC 20005

* Due to possible delays caused by mail screening, we recommend that applications be delivered to the Court by hand, or commercial shipping (e.g., FedEx or UPS), or on-line via the USAJobs website, www.usajobs.com. Incomplete applications will not be considered.

No phone calls please. Those selected for an interview will be contacted.

Interviews will commence immediately for those selected to be interviewed.

We reserve the right to close or withdraw this recruitment at any time.

EQUAL OPPORTUNITY EMPLOYER